UN/CEFACT

Simple, Transparent and Effective Processes
for Global Commerce

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2   **UN/CEFACT FORUM**

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4   **OPERATING PROCEDURES**

5   **BETWEEN THE TBG, ATG & ICG**

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Final draft for approval

Document to be submitted to the TBG, ATG and ICG for final approval.

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17   **Version: 2**

18   **Release: 1**

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42   **1   Introduction**

43   The bi-annual UN/CEFACT Forum was created to allow the concurrent meeting of all the
44   UN/CEFACT Groups in order to facilitate closer liaison and full interaction as a single
45   working body. This new structure and organization of the UN/CEFACT Permanent
46   Working Groups was approved at the eighth session of UN/CEFACT (27 and 28 May
47   2002), as document TRADE/2002/8/Rev.1.

48   Three of the UN/CEFACT groups, the International Trade and Business Processes Group
49   (TBG), Applied Technologies Group (ATG) and the Information Content Management
50   Group (ICG) serve as the operational groups and as such are very strongly dependent on
51   one another insofar as one group defines the business requirements, another group
52   transforms the requirements and the third group registers the results for publication. It is
53   therefore important that the groups in question have a coherent set of operating
54   procedures enabling a consistent and seamless flow of information between them.

55   The UN/CEFACT standardization process requires a considerable amount of business
56   user involvement in all steps of the process. The business user is generally situated in the
57   TBG, therefore the TBG also needs to oversee the coherent transformation of the business
58   requirements and to agree with the information that is posted to the different repositories.
59   Consequently each TBG working group needs to follow its projects from its inception
60   through to conclusion.

61   The procedures laid out in this document have been devised to support these requirements
62   so that the responsibilities of each group are respected and the interfaces between each
63   group are clearly identified.

64   To this end, every project that is initiated for the development of a business requirements
65   specification (BRS) must have a nominated TBG project manager who has the
66   responsibility of ensuring the successful progression of the specification through
67   approval, transformation and publication. The project manager shall also be responsible
68   for ensuring that the end deliverable meets the business requirements including managing
69   the resolution of any issues arising during the lifetime of the project.

70   **2   Definitions**

71   **Audit:** An official examination and verification of UN/CEFACT official documents by
72   the ICG (in the role of an independent party) to ensure that all procedures and
73   documentation requirements have been respected.

74   **Conformance:** Compliance with a referenced set of rules and/or standards

75   **Core Component**: This term is used generically within this document to cover all
76   categories of Core Components as defined in the Core Components Technical
77   Specification.

78   **Validation:** The examination of a given document or object for being incorrect in respect
79   to defined rules.

80   **Verification:** The action of establishing or testing the accuracy or correctness of
81   something.

82 **UML Artifact:** A piece of information that is produced as part of specification
83 development process in compliance with the UN/CEFACT UMM UML profile.

84 # 3 Project Manager.

85 The Project Manager is the key actor in ensuring the successful implementation of a
86 project.

87 The TBG must identify a Project Manager before the TBG approves a project.

88 The Project Manager's role is to:

89 1. Solicit the necessary resources for the development of the BRS and RSM, as
90   appropriate.

91 2. Prepare the project plan with all the major milestones. This plan may already have
92   been submitted as part of the "new project request", in which case the TBG
93   project manager shall confirm that the original project plan is still applicable. If
94   not, the project manager shall revise the plan as required.

95 3. Ensure the approval of the BRS and RSM by the TBG.

96 4. Provide progress updates to the TBG steering committee.

97 5. Interface with the ICG and the ATG to ensure that the RSM is correctly
98   transformed and is in compliance with the BRS.

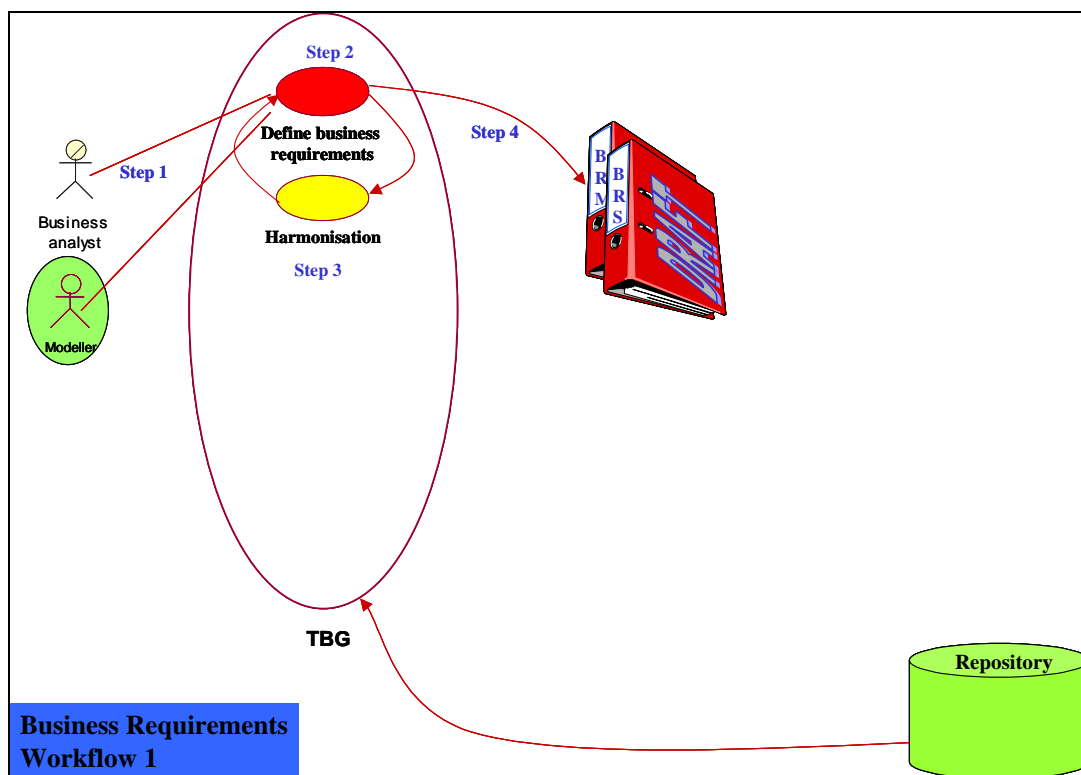99 6. Resolve any issues that arise during the lifetime of the project.

100 Within this process the project manager is responsible for signing-off the technology
101 solution as a correct interpretation of the BRS on behalf of the TBG.

102 The Project Manager shall be available during the ICG Audit of the resulting technology
103 solution.

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4   Workflow process procedure

4.1 Overview

The following sections describe the UN/CEFACT Forum workflow procedure that will enable business requirements to be developed into technology solutions in an efficient and effective manner.

4.2 Business requirements definition

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Figure 1: Workflow 1

4.2.1 Business requirements project request submission

The process begins when the TBG receives a new project request (Figure 1, Step 1). New project requests may be submitted by any UN/CEFACT group or by a recognised organisation external to UN/CEFACT.

All new project requests shall be processed by the TBG.

The TBG Chair shall forward TBG approved project requests to the FCT for information in the case of TMG specific projects or for approval in the case of UN/CEFACT projects.

120 Projects are assigned to a particular TBG working group or to a specific project team.
121 Prior to project approval a project manager must have been assigned to the project by the
122 TBG.

4.2.2 Business Requirements Specifications development

124 The BRS (Business Requirements Specification) document is developed within the TBG
125 working group or project team in accordance with the UN/CEFACT Modeling
126 Methodology (UMM). The TBG project manager shall lead the project team in
127 developing the BRS.

128 The BRS contains the necessary UMM artifacts (e.g. use case diagrams, collaboration
129 diagrams, class diagrams, etc.). It is the formal document that describes the business
130 requirements. The BRS shall conform to the BRS Template (document n° pending). It is a
131 document that must be formally approved by all interested parties through the TBG.
132 Collectively the BRS content becomes the foundation of the business information content
133 of the UN/CEFACT repository.

134 Normally this is accompanied by a RSM (Requirements Specification Mapping)
135 document. The RSM shall conform to the RSM Template (document n° pending). It
136 represents the technical content of the BRS. It also documents any technology solutions
137 (such as XML or UN/EDIFACT) that are required (Figure 1, Step 2).

4.2.3 Requirements Specification Mapping development

139 The RSM requests one or more specific technology solutions for the BRS. It becomes the
140 working document that is exchanged between the three operational groups for the
141 development of the technology solutions (Figure 1, Step 2).

142 The RSM originates in the TBG and is the key liaison document that is circulated
143 between the operational groups during the BRS implementation process. The document
144 goes through several steps.

145　　1. The RSM is initiated within the TBG.

146　　2. The document is approved by the TBG harmonization function for
147　　　　implementation when all existing Core Components and candidate Core
148　　　　Components have been identified to satisfy the business requirements defined in
149　　　　the BRS.

150　　3. The BRS and RSM are forwarded to the ICG for registration after formal approval
151　　　　by the TBG.

152　　4. The ICG transforms the draft Core Components into Core Components, or in
153　　　　collaboration with the TBG project manager and the TBG harmonization function,
154　　　　replaces requested draft Core Component(s) with existing Core Component(s).
155　　　　The RSM is updated accordingly.

156　　5. The ICG registers the BRS and places the RSM in a working repository for
157　　　　processing by the ATG.

158　　6. The ATG uses the RSM to develop the technology solution(s). During the
159　　　　transformation process the RSM may be modified by the ATG in agreement with

160   the TBG project manager. The ATG may also identify new candidate Core
161   Components. In this case, the RSM is recycled through the TBG for processing.

162   7. Once the transformation process is completed, the finalized RSM is registered in
163   the repository by the ICG.

164 4.2.4 Harmonization

165 The BRS and RSM are harmonized within the TBG against the existing repositories. The
166 TBG harmonization function includes the task of transforming candidate Core
167 Components into draft Core Components (Figure 1, Step 3).

168 4.2.5 Validation and Approval

169 The TBG as a whole validate and approve the BRS and the RSM (Figure 1, Step 4).
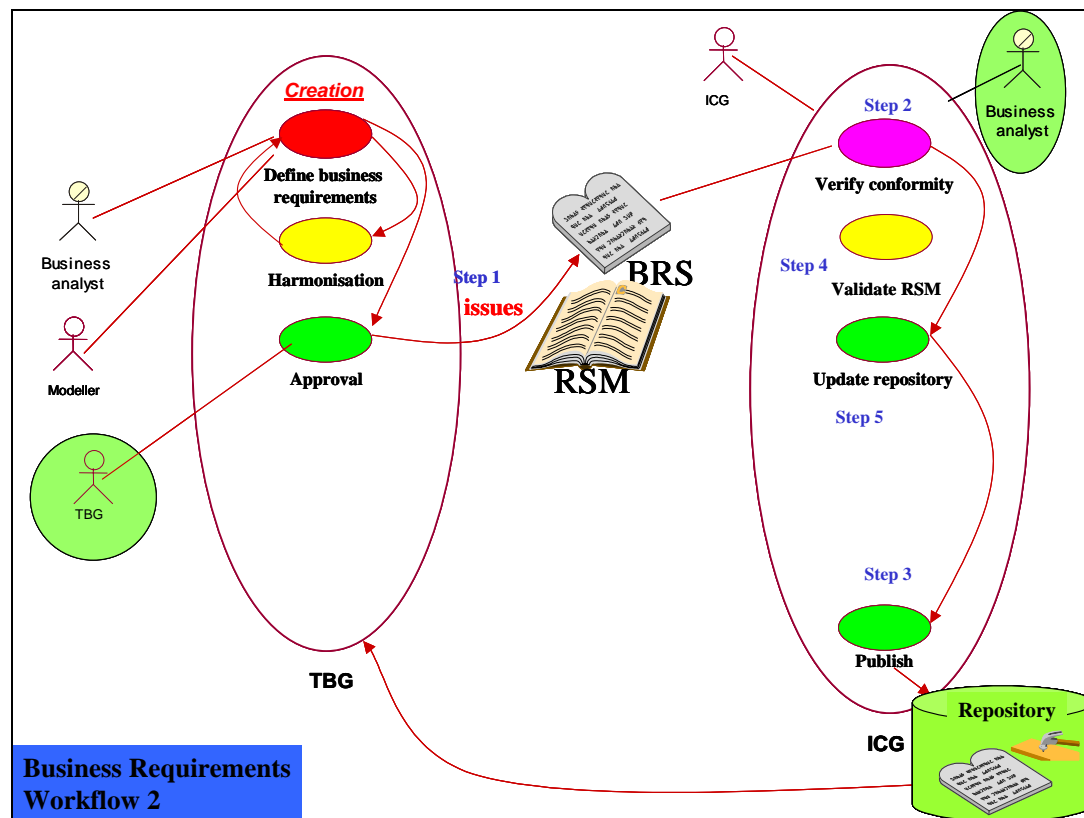
170 4.3 Finalize the BRS for publication

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Figure 2: Workflow 2

174 4.3.1 Verify the BRS

175 The approved BRS is then submitted to the ICG for publication in the UN/CEFACT
176 repository (Figure 2, Step 1). Any accompanying RSM is submitted at the same time and
177 shall be used within the rest of the process as the base working document.

178 The ICG shall verify the BRS to ensure that it is in Conformance with the rules defined
179 for its publication. In other words it verifies that the BRS is correctly formatted and
180 contains all mandatory details (Figure 2, Step 2).

181 ### 4.3.2 Publish the BRS

182 The ICG publishes the verified BRS at the next public release (Figure 2, Step 3).

183 ## *4.4* Validate the RSM

184 The RSM is processed by the ICG to validate any draft Core Components and other UML
185 artifacts for correctness and the registration of new syntax neutral Core Components as
186 appropriate (Figure 2, Step 4).

187 The RSM is updated to ensure all draft Core Components are assigned to new or existing
188 Core Components in consultation with the TBG project manager and the TBG
189 harmonization function. All new Core Components are published in the repository at the
190 next publication release (Figure 2, Step 3).

191 The ICG registers the RSM in a working repository and informs the ATG that it is
192 available for progressing with the development of the designated technology solution(s)
193 (Figure 2, Step 5).

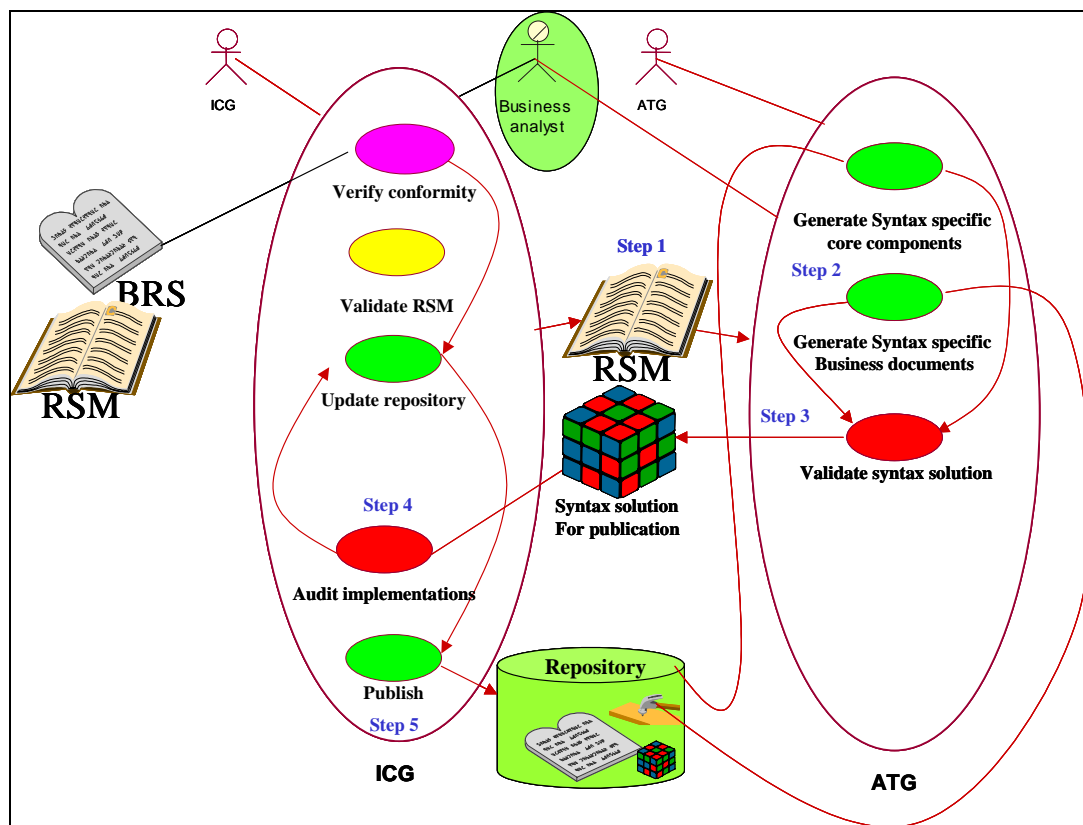194 ## 4.5 Technology solution transformation and publication

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196 **Figure 3:** Workflow 3

197 **4.5.1 Technology Solution transformation**

198 The RSM is forwarded by the ICG to the ATG for transformation once all the necessary
199 Core Components have been identified or registered (Figure 3, Step 1).

200 ATG works in close cooperation with the TBG project manager to ensure a successful
201 transformation.

202 The ATG develops the technology solution specification in the targeted technologies,
203 such as XML or UN/EDIFACT. This is carried out in cooperation with the TBG project
204 manager (Figure 3, Step 2).

205 The ATG may raise issues that require modification of the RSM. Any modification shall
206 be applied in consultation with the TBG project manager. If necessary, the ATG may
207 make a request to the TBG to create new syntax neutral Core Components.

208 The ATG shall ensure that the RSM is correctly updated with all modifications.

209 The ATG may receive change requests to modify the technology solution(s) directly from
210 the TBG. This would occur, for example when the change request does not impact the
211 BRS.

212 **4.5.2 ICG publication**

213 At the conclusion of the ATG activity the final version of the RSM, along with the
214 technology solution, is forwarded by the ATG to the ICG for publication (Figure 3, Step
215 3).

216 Prior to publication, the ICG Audits the technical solution to ensure that it correctly
217 reflects the BRS. The Audit does not attempt to determine whether the technical solution
218 is good or bad (Figure 3, Step 4).

219 After a successful Audit the ICG publishes the technology solution(s) in the appropriate
220 repository (Figure 3, Step 5).

221 The ICG shall ensure that the newly modified repository content is made available in a
222 timely manner and that the content conforms to the prevailing UN/CEFACT publication
223 rules.

224 **5 Bulk Core Component and/or UML Artifact**
225 **   submission**

226 In general all candidate Core components and/or new UMM compliant UML artifacts can
227 only be submitted in conjunction with a BRS. However, in certain circumstances it may
228 be necessary to permit the bulk submission of candidate Core Components and/or UML
229 artifacts. These submissions are made through the TBG. For example, a bulk submission
230 is possible when a specific sector submits a set of candidate Core Components and/or
231 UML artifacts that it has extracted from an existing repository of business processes.

232 This approach is provided only to facilitate the mass update of the repository.